

SENIOR ACCOUNT CLERK
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: April 18, 2007

Collective Bargaining Identification: R04

Job Analysis Conducted By: Revonna Roper, Selection Analyst
Marian Dilley, Manager
Selection Services Section

Number of Incumbents: There are 20 incumbents in this classification
per State Controllers Office Filled/Vacant Position
Report dated April 27, 2007.

Names of the Subject Matter Expert(s) and their background:

Jag Malhotra, Senior Accounting Officer, Sacramento Headquarters

Mr. Malhotra has been employed with the California Department of Corrections and Rehabilitation (CDCR) for six months. For the past two years, he has worked as a Senior Accounting Officer (Supervisor) with direct supervisory responsibilities of the Senior Account Clerks at Headquarters Sacramento. He has also served as a Senior Account Clerk for two years.

Cecilia Rhoades, Account Technician, RAO, Bakersfield

Ms. Rhoades has been employed with the California Department of Corrections and Rehabilitation (CDCR) for more than eight years. For the past three years, she has worked as an Accounting Technician. She has also served as a Senior Account Clerk for one year.

Evva Pryor, Accounting Officer, Supervisor, CSP, Solano

Ms. Pryor has been employed with the California Department of Corrections and Rehabilitation (CDCR) for more than 16 years. For the past year and half, she has worked as an Accounting Officer (Supervisor) with direct supervisory responsibilities of Senior Account Clerks at CSP Solano. She has also served as a Senior Account Clerk for over seven years.

SENIOR ACCOUNT CLERK INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of Texas – Human Resource – Classification for Accountant II
- State of New Hampshire – Human Resource – Classification for Sr. Account Technician
- California State Personnel Board Class Specification for Senior Account Clerk
- California State Personnel Board Class Specification for Accounting Technician
- Duty Statements for Senior Account Clerk, Accounting Technician, Account Clerk II